

**Los Angeles County Municipal Storm Water Permit (Order 01-182)**  
**Individual Annual Report Form**  
**Attachment U-4**

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

<b>!</b>	<b>YOU MUST FILL OUT ALL THE INFORMATION REQUESTED</b> <i>Do not leave any of the sections blank.</i>
<b>N/A</b>	If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation
<b>U</b>	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

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**Reporting Year 2007- 2008**

**I. Program Management**

- A. Permittee Name: City of Calabasas
- B. Permittee Program Supervisor: Alex Farassati  
Title: Environmental Services Supervisor  
Address: 100 Civic Center Way  
City: Calabasas Zip Code: 91302  
Phone: 818-224-1680 Fax: 818-224-7338

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- C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

The Environmental Services Division administers the City of Calabasas' stormwater program through the Public Works Department. The Division is responsible for coordinating and implementing programs to provide full compliance with the NPDES Permit, supported primarily by the Environmental Services Supervisor, who reviews public and private development Local Storm Water Pollution Prevention Plans (LSWPPP), State Stormwater Pollution Prevention Plans (SWPPP), and assists contractor in reviewing (commercial) Urban Stormwater Mitigation Plans (USMP) maintaining consistency with NPDES regulatory requirements. Some of this Divisions' other responsibilities are to perform environmental assessments, such as site assessments, water quality, soil sampling, groundwater remediation, watershed analysis, and wetland restoration; provide support in the investigation of water quality pollutant sources and illicit discharge complaints, assist with the coordination of compliance efforts, creek restoration projects, storm water repairs and maintenance of CDS units and Abtech filters.

In addition, the City's Code Enforcement Officer and inspectors support the Environmental Services Division by conducting Illicit Connection/Illicit Discharge investigations and enforcing wet Whether Erosion Control Plans (as determined during review of LSWPPP, SWPPP, and USMP reviews) on private development or redevelopment projects.

Public Works Inspectors provide support through coordinating street sweeping and catch basin cleaning contracts, conducting sewer spill investigations, and enforcing SWPPP and USMP Best Management Practices on public projects (including capital improvement projects).

The Division is a core member of the Development Review Committee (DRC). The involvement includes determining the environmental impact of all projects within city boundaries and the establishment of proper mitigation measures. The Division seeks inspectors' input and then relies on them to implement the requirements in the field.

The Environmental Services Supervisor attends pre-construction meetings to educate contractors on their legal obligation to implement and maintain their LSWPPP, SWPPP, and USMP.

As previously mentioned, the Environmental Services Assistant reviews and accepts all LSWWP, SWPPP, and USMP. The Public Works Inspectors enforce the measures during grading operations. Once building construction begins, Building and Safety inspectors monitor the implementation (and maintenance) of the NPDES requirements and immediately reports any failures or deficiencies directly to the Environmental Services Division for follow up actions.

**TABLE 1 - Program Management**

<b>Storm Water Management Activity</b>	<b>Division/Department</b>	<b># of Individuals Responsible for Implementing</b>
1. Outreach & Education	PW	6
2. Industrial/Commercial Inspections	PW contracted to LA County	2
3. Construction Permits/Inspections	PW	4
4. IC/ID Inspections	PW	1
5. Street sweeping	PW	1
6. Catch Basin Cleaning	PW	1
7. Spill Response	PW	3
8. Development Planning (project/SUSMP review and approval)	PW	2
9. Trash Collection	PW	3

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D. Staff and Training

Attach a summary of staff training over the last fiscal year. This shall include the staff name, department, type of training, and date of training.

E. Budget Summary

1. Does your municipality have a storm water utility? Yes ☐ No ☒

If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

City's General Fund

2. Are the existing financial resources sufficient to accomplish all required activities? Yes ☐ No ☒

3. Complete Table 2 to the extent that accurate information is available (indicate U in the spaces where the information is unavailable), and report any supplemental dedicated budgets for the same categories on the lines below the table.

4. List any additional state/federally funded projects related to storm water.

The City received approval of three grant funding to restore 440 of concrete channel on Las Virgenes Creek into its natural setting. The funding was used to remove concrete channel and restore the creek banks with rip-rap, bolder and plants. The project was completed in February 2008.

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<b>Program Element</b>	<b>Expenditures in Fiscal Year 2007-2008</b>	<b>Estimated Amount Needed to implement Order 01-182</b>
1. Program management a. Administrative costs b. Capital costs	a. \$120,000 b. \$220,000	\$6,000,000
2. Public Information and Participation a. Public Outreach/Education b. Employee Training c. Corporate Outreach d. Business Assistance	\$12,000	\$20,000
3. Industrial/Commercial inspection/ site visit activities	\$7,000	\$9,000
4. Development Planning	\$17,000	\$20,000
5. Development Construction a. Construction inspections	\$24,000	\$30,000
6. Public Agency Activities a. Maintenance of structural and treatment control BMPs b. Municipal street sweeping c. Catch basin cleaning d. Trash collection/recycling e. Capital costs f. Other	a. \$35,000 b. \$140,000 c. \$25,000 d. \$6,000 e. \$30,000	\$400,000
7. IC/ID Program a. Operations and Maintenance b. Capitol Costs	\$4,000	\$5,000
8. Monitoring	\$55,000	\$50,000
9. Other	\$70,000	\$120,000
10. TOTAL	<b>\$765,000</b>	<b>\$6,652,000</b>

List any supplemental dedicated budgets for the above categories:

N/A

List any activities that have been contracted out to consultants/other agencies:

- Catch Basin Cleaning Service is contracted to Los Angeles County Public Works.
- Street sweeping is contracted to Clean Street, Inc.
- CDS Unit and Abtech filter clean out is contracted to Justins Jetting Inc.
- Krystar filter clean out is contracted out to Krystar.
- Capital costs due to construction of a bio-filtration facility on Lost Hills Road was contacted out to Fleming Environmental, Inc.
- Industrial/commercial inspections were contracted out to The County of Los Angeles Public Works department and County Health Department.
- IC/ID legal follow ups was contracted out to GDQ, LLP, a legal service company.
- Water Quality Monitoring was contracted to SCCWRP.
- Water quality testing was contracted to American Environmental Testing Laboratories.
- Repairs of storm drain lines and inlet is contracted to Camarrillo Engineering.
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**II. Receiving Water Limitations (Part 2)**

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes ☐ No ☒
- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes ☒ No ☐
- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following:
1. A description of the pollutants that are in exceedance and an analysis of possible sources;
  2. A plan to comply with the RWL (Permit, Part 2);
  3. Changes to the SQMP to eliminate water quality exceedances;
  4. Enhanced monitoring to demonstrate compliance; and
  5. Results of implementation.

**III. SQMP Implementation (Part 3)**

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes ☒ No ☐
- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? Yes ☐ No ☒
- C. Describe the status of developing a local SQMP in the box below.

N/A

- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP, that your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

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N/A

**E. Watershed Management Committees (WMCs)**

1. Which WMC are you in? Malibu Creek and Los Angeles River
2. Who is your designated representative to the WMC? Alex Farassati
3. How many WMC meetings did you participate in last year?  
12 meetings and attended 3 conference calls
4. Describe specific improvements to your storm water management program as a result of WMC meetings.

Participants shared ideas about public education and new technologies to prevent pollutants reaching the storm drains.

5. Attach any comments or suggestions regarding your WMC.

**F. Storm Water Ordinance**

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182? Yes ☒ No ☐  
If not, describe the status of adopting such an ordinance.

N/A

2. If yes, have you already submitted a copy of the ordinance to the Regional Board? Yes ☐ No ☐  
If not, please attach a copy to this Report.
3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes ☐ No ☒  
If yes, attach a copy of amendments to this Report.

**G. Discharge Prohibitions**

1. List any non-storm water discharges you feel should be further regulated:

N/A

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

N/A

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**IV. Special Provisions (Part 4)****A. Public Information and Participation (Part 4.B)**

In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year.

**1. No Dumping Message**

a) How many storm drain inlets does your agency own? 123

b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? 96

c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? 600

If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

All inlets have permanent aluminum storm drain markers in addition to stencils. Some new drains or repairs inlets requires new messages that were installed during this fiscal year.

d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? 10

Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

All signage installation has been completed.



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2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information? Yes ☐ No ☒
- b) If so, what is the number?
- c) Is this information listed in the government pages of the telephone book? Yes ☐ No ☐
- d) If no, is your agency coordinated with the countywide hotline? Yes ☒ No ☐
- e) Do you keep record of the number of calls received and how they were responded to? Yes ☐ No ☐
- f) How many calls were received in the last fiscal year? N/A
- g) Describe the process used to respond to hotline calls.

When a hotline call is received by 888cleanla, they either respond to the call themselves or refer the call to our Code Enforcement who investigates the report upon receipt of notification (next business day). If clean-up is needed, the call is then referred to LA County Flood Control for response.

- h) Have you provided the Principal Permittee with your current reporting contact information? Yes ☒ No ☐
- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the www.888CleanLA.com web site (Principal Permittee only)? Yes ☐ No ☐
- If not, when is this scheduled to occur? N/A

3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation. (Principal Permittee only)

N/A

- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes ☒ No ☐
- How many Public Outreach Strategy meetings did your agency participate in last year? 3
- Explain why your agency did not attend any or all of the organized meetings.

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N/A

Identify specific improvements to your storm water education program as a result of these meetings:

Through this meeting the County issued PSAs and samples of educational materials to cities for local air time. The City ran the PSAs on the local CTV channel and distributed copies of the brochures.

List suggestions to increase the usefulness of quarterly meetings:

N/A

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented (*Principal Permittee only*).

N/A

- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media? 4,868,000
- d) Describe efforts your agency made to educate local schools on storm water pollution.

The City and other entities held the Earth Day and Arbor Day program which was advertised to local schools. The City conducted an annual creek clean-up with local school volunteers. Two high school students serve on City's Environmental Commission and they constantly communicate message to high school students and invite them to participate in City activities.

- e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution (*Principal Permittee only*)? Yes ☐ No ☐  
If not, explain why.

N/A

- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts (*Principal Permittee only*).

N/A

For Permit Years 2-6, attach an assessment of the effectiveness of in-school storm water education programs.

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- g) What is the behavioral change target that was developed based on sociological data and other studies (*Principal Permittee only*)?

N/A

If no target has been developed, explain why and describe the status of developing a target.

N/A

What is the status of meeting the target by the end of Year 6?

N/A

4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (*Principal Permittee only*). All pollutants listed in Table 1 (Section B.1.d.) must be included.
- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes ☐ No ☐
- c) Did your agency help distribute pollutant-specific materials in your city? Yes ☐ No ☐
- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

There are handouts always available at our public counter at the City Hall. City staff distributed pollution prevention materials at this past year's Pumpkin festival, Arbor Day and the Earth Day and creek clean-up events. If contractors/businesses are found to be illegally discharging into the stormdrain system, then after they are contacted to remedy the discharge they are given educational materials (Living Lightly in Our Watershed guide, BMP facts sheets) to read and distribute to other contractors, residents, property managers, etc. City staff prepared and distributed at least four stormwater pollution prevention articles via its e-news service that is sent monthly to over 1000 recipients.

5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains (*Principal Permittee only*).

N/A

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- b) How many corporate managers did your agency (*Principal Permittee only*) reach last year? N/A
- c) What is the total number of corporations to be reached through this program (*Principal Permittee only*)? N/A
- d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)? Yes ☐ No ☐  
If not, describe measures that will be taken to fully implement this requirement.

N/A

- e) Has your agency developed and/or implemented a Business Assistance Program? Yes ☐ No ☒  
If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

N/A

6. Did you encourage local radio stations and newspapers to use public service announcements? Yes ☒ No ☐  
How many media outlets were contacted? 4  
Which newspapers or radio stations ran them?

The Acorn which is a regional newspaper, and two high school newsletters belonging to Viewpoint High School and Calabasas High School.

Who was the audience?

General public and students.

7. Did you supplement the County's media purchase by funding additional media buys? Yes ☐ No ☒  
Estimated dollar value/in-kind contribution:  
Type of media purchased:  
Frequency of the buys:  
Did another agency help with the purchase? Yes ☐ No ☐

8. Did you work with local business, the County, or other Permittees to place non-traditional advertising? Yes ☐ No ☒  
If so, describe the type of advertising.

N/A

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9. Did you establish local community partnerships to distribute educational storm water pollution prevention material?

Yes ☒ No ☐

Describe the materials that were distributed:

The City established a partnership with Homeowner's Associations to distribute pollution prevention materials on a monthly basis, the City placed articles on storm drains and pollution prevention in the City's e-newspaper on a monthly basis.

Who were the key partners? Local schools, Las Virgenes Municipal Water District, Chamber of Commerce, HOAs.

Who was the audience (businesses, schools, etc.)?

Businesses, homeowners, students.

10. Did you participate in or publicize workshops or community events to discuss storm water pollution?  
How many events did you attend? 5

Yes ☒ No ☐

11. Does your agency have a website that provides storm water pollution prevention information?

Yes ☒ No ☐

If so, what is the address? [www.cityofcalabasas.com](http://www.cityofcalabasas.com)

12. Has awareness increased in your community regarding storm water pollution?

Yes ☒ No ☐

Do you feel that behaviors have changed?

Yes ☒ No ☐

Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

Members of the community are organizing and discussing the possibility of running their own monitoring program and finding the sources of pollution in their own neighborhoods. We have established Adopt-A-Creek program with HOAs.

13. How would you modify the storm water public education program to improve it on the City or County level?

Increase the frequency of PSAs, distribution of stormwater quality material to businesses and residents, increase public education through Environmental Commission meetings and the Calabasas Cable TV.



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**B. Industrial/Commercial Facilities Program**

**1. Critical Source Inventory Database**

Did you (individually or jointly) update the Database for Critical Sources Inventory? Yes ☒ No ☐

The database has been updated and to include a breakdown of all industrial/commercial businesses that are identified under the countywide NPDES storm water permit for participation in the Industrial/Commercial Facilities Control Program. The vast majority of these businesses consist of retail gasoline outlets, restaurants, and automotive service facilities. This database will be utilized in the coordination of the inspections of these facilities for implementation of the appropriate BMPs as required under the countywide NPDES permit.

**2. Inspection Program**

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)	Total number since permit adoption
Landfills	0	0	N/A	0
TSDF	0	0	N/A	0
...				
Comments/Explanation/Conclusion: N/A				

**3. BMPs Implementation**

Provide the reporting data as suggested in the following table.

Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Landfills	0	0	N/A	0	0	0	N/A	0	0	0
...										
Comments/Explanation/Conclusion: N/A										

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Provide the reporting data as suggested in the following tables.

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
Warning Letters	3	34	10	41	3	41	34

Facilities by category	Number of Warning letters	Number of NOV's	Number of Referral	Number of Other
Comments/Explanation/Conclusion:				

**5. Program Implementation Effectiveness Assessment**

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting period activities must be reflected in a change in the SQMP, if warranted.

Highly Effective ☒Somewhat Effective ☐Non-effective ☐

Comments/Explanation/Conclusion:

Several mobile car washing operations didn't implement BMPs and they were referred to the Code Enforcement. Notices of Pollution violations were issued to operators and the property owner received warning letters.

**6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities.**



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C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes ☒ No ☐  
Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year.
2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:
  - a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes ☒ No ☐
  - b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes ☒ No ☐
  - c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes ☒ No ☐
  - d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes ☒ No ☐
3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

Some examples of BMP's that were approved for SUSMP compliance include: CDS units, pervious concrete pavements, dry wells, catch basin filter inserts, detention basins, and stormwater quality vaults.

4. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

The Principal Permittee completed the required Treatment Feasibility Study and submitted to the RWQCB for review.

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5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes ☒ No ☐

6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

The Public Works Department conditions projects through the Development Review Committee. Local permits for construction projects are not issued unless SUSMP design standards are completely satisfied and a Maintenance Covenant is recorded.

7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?

a) Residential	2
b) Commercial	2
c) Industrial	0
d) Automotive Service Facilities	0
e) Retail Gasoline Outlets	1
f) Restaurants	0
g) Parking Lots	1
h) Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area	0
i) Total number of permits issued to priority projects	6

8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? 5%

9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

The City enforces the 1 acre threshold for industrial/commercial facilities.

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10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? U
11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes ☐ No ☒
12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes ☒ No ☐

If no, provide an explanation and an expected date of completion.

N/A

13. Did your agency update any of the following General Plan elements in the past year?
- a) Land Use Yes ☐ No ☒
- b) Housing Yes ☐ No ☒
- c) Conservation Yes ☐ No ☒
- d) Open Space Yes ☐ No ☒

If yes, please describe how watershed and storm water quality and quantity management considerations were included.

N/A

14. How many targeted staff were trained last year? 21
15. How many targeted staff are trained annually? 15-20
16. What percentage of total staff are trained annually? 100%
17. Has your agency developed and made available development planning guidelines? Yes ☒ No ☐
18. If no, what is the expected date that guidelines will be developed and available to developers?
19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

This has been completed by LA County and is posted on their website ([http://ladpw.org/wmd/NPDES/Dev\\_Construction](http://ladpw.org/wmd/NPDES/Dev_Construction)).

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D. Development Construction Program

1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

We require that all constructions sites have a stormwater pollution prevention plan (SWPPP) and wet weather erosion control plan (WWECP) that is reviewed and approved by city staff prior to issuance of any construction permits. All sites with disturbed soils, including active grading sites, building sites, and occupied new homes that do not have landscaping installed, are checked before the start of the rainy season for proper installation and maintenance of BMPs. Prior to the inspections, all new property owners are notified by certified mail of their responsibility to install landscaping or erosion control devices. All active grading sites have an assigned Public Works Inspector or Geotechnical Inspector that enforces SWPPP implementation throughout the grading phase. Upon certification of grading and issuance of building permits, the building inspectors enforce SWPPP implementation with support from the Environmental Services staff and Code Enforcement, when needed.

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?

- a) Will result in soil disturbance of one acre or greater Yes ☒ No ☐
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes ☒ No ☐
- c) Is located in a hillside area Yes ☒ No ☐

3. Attach one example of a local SWPPP
4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

For sites that qualify for needing a State GCASP, the civil engineer conducting grading plan review will request a copy a Local and State SWPPP, including NOI and WDID no. The Environmental Services Supervisor then reviews the submittal and provides comments on completeness. Grading Permits are not issued until the Supervisor is satisfied that the developer has met all SWPPP requirements.

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5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? 7
6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? 5
7. How many building/grading permits were issued to construction site less than one acre in size last year? 7
8. How many construction sites were inspected during the last wet season? 39
9. Complete the table below.

Type of Violation	# of Violations	% of Total Inspections	# of Follow-up Inspections	# of Enforcement Actions
Off-site discharge of sediment	2	10%	15	0
Off-site discharge of other pollutants	3	4%	8	0
No or inadequate SWPPP	5	8%	5	0
Inadequate BMP/SWPPP implementation	8	30%	4	0

10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

1. Inspector gives written notice of correction with request to comply within 24 hours. Small corrections are required to be implemented immediately, while the inspector is still on-site. The notice includes a statement that further building inspections will be withheld until the site is in compliance.
2. Follow-up inspection done in 24 hours.
3. If site still not in compliance, stop work until compliance is met.
4. Municipal code enforcement:
  - Legal notification
  - Hearing
  - Record a lien on the property

11. Describe the system that your agency uses to track the issuance of grading permits.

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The Building and Safety Division and Public Works Departments have jointly implemented an electronic permit issuance database that will track all grading/building permits electronically with the following information: permit number, applicant name, location of work, plan check fee, permit fee, planning information.

In addition, an excel grading log is kept along with hard copies of all issued grading permits in the Public Works files. The hard copy permits include information on the type of SWPPP and/or SUSMP required and date of permit issuance.

**E. Public Agency Activities (Part 4.F)**

1. Sewage System Maintenance, Overflow, and Spill Prevention  
(only applicable to agencies that own and/or operate a sanitary sewer system)

- a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes ☒ No ☐
- b) How many sanitary sewer overflows occurred within your jurisdiction? 3
- c) How many did your agency respond to? 3
- d) Did your agency investigate all complaints received? Yes ☒ No ☐
- e) How many complaints were received? 2
- f) Upon notification, did your agency immediately respond to overflows by containment? Yes ☒ No ☐
- g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? Yes ☒ No ☐
- h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes ☒ No ☐
- If so, describe the program:

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Our local sewers are maintained through the LA County Sanitation District. The County does routine maintenance inspections of sewer manholes to prevent unexpected blockages and resulting overflows. When an overflow does occur, LVMWD is notified immediately and responds with containment. We implemented a partnership for LVMWD to provide containment because they are local and can get to the spill site within ½ hour or less. LA County Sanitation is also immediately notified and responds with clean-up/investigation and resolution of the problem. The City inspector also conducts an investigation, coordinating with LA County Sanitation's findings, and the Environmental Services Assistant fills out an ICID report to keep on file at the City.

- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4? Yes ☒ No ☐

If so, describe the program:

Our local sewers are maintained through the LA County Sanitation District. The County does routine maintenance inspections of sewer manholes to prevent unexpected blockages and resulting overflows. When an overflow does occur, LVMWD is notified immediately and responds with containment. We implemented a partnership for LVMWD to provide containment because they are local and can get to the spill site within ½ hour or less. LA County Sanitation is also immediately notified and responds with clean-up/investigation and resolution of the problem. City staff has also followed up to notify LA County Sanitation to increase inspections of problem areas.

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit ?  %
- b) Give an explanation for any sites greater than 5 acres that were not covered:

N/A

- c) What is the total number of active public construction sites? 0
- How many were 5 acres or greater in size? 0

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- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? Yes ☒ No ☐

3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? Yes ☐ No ☐

City does not have any vehicle maintenance facility, material storage facility or corporation yard.

- b) Briefly describe how your agency implements the following, and any additional, BMPs to minimize pollutant discharges in storm water:

- (1) Good housekeeping practices
- (2) Material storage control
- (3) Vehicle leaks and spill control
- (4) Illicit discharge control

City does not have any vehicle maintenance facility, material storage facility or corporation yard.

- c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? Yes ☐ No ☐  
If not, what is the status of implementing this requirement?

City does not have any vehicle maintenance facility, material storage facility or corporation yard.



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- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above? N/A

4. Landscape and Recreational Facilities Management

- a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers? Yes ☒ No ☐

Briefly describe this protocol:

The City hires contract employees for of its landscaping and recreational facilities management. Protocol is mandated by contract requiring 48-hour notice, compliance with all federal, state, and county laws, and usage of EPA registered materials. The city's Landscape District Manager verifies pesticides and approves or conditions the contractors' recommendations. The city requires that the certified applicator submit MSDS sheets and labels for all city contracts.

- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

By requiring 48-hour notice before application, the Landscape District Manager checks the weather forecast for rain events. This enables the city to reschedule when necessary.

- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of? Yes ☐ No ☒

If so, list them:

N/A

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- d) What percentage of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator? N/A
- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

The City's General Plan directs staff to utilize native and drought resistant species on public land. Residential units of 4 or more and commercial development landscape plans are reviewed and approved based on water usage efficiency, native vs. non-native species, and drought resistant properties. Contracted employees are also required to conduct monthly inspections and improvements of public irrigation systems to reduce water waste.

5. **Storm Drain Operation and Management**

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C? Yes ☒ No ☐
- b) How many of each designation exist in your jurisdiction?
- |             |    |
|-------------|----|
| Priority A: | 12 |
| Priority B: | 23 |
| Priority C: | 88 |
- c) Is your city subject to a trash TMDL? Yes ☒ No ☐
- d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

Street sweeping occurs weekly all over the city.  
 Trash is picked up six times a month on the sides of high traffic streets. The City of Calabasas also has one Flo-guard Plus, 40 Abtech Filters, and 3 CDS units, which remove trash from entering the MS4. Also the city completed a bio-filtration facility on Lost Hills Road that will divert dry season urban run-off into a percolation chamber.

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- e) How many times were all Priority A basins cleaned last year? 4
- f) How many times were all Priority B basins cleaned last year? 2
- g) How many times were all Priority C basins cleaned last year? 1
- h) How much total waste was collected in tons from catch basin clean-outs last year? 18 Tons
- i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year.
- j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. Yes ☒ No ☐
- a) How many new trash receptacles were installed last year? None. There was no new transit stops created in the past year.
- b) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:
- (1) Provide for the proper management of trash and litter generated from the event? Yes ☒ No ☐
- (2) Arrange for temporary screens to be placed on catch basins? Yes ☐ No ☒
- (3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain? Yes ☐ No ☒
- c) Did your agency inspect the legibility of the catch basin stencil or labels? Yes ☒ No ☐  
What percentage of stencils were legible? 100%

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- d) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection? Yes ☐ No ☐
- e) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection? Yes ☒ No ☐  
Is the prioritization attached?  
No problem areas noted in our jurisdiction- all LA County owned/maintained. Yes ☐ No ☒
- f) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality? Yes ☐ No ☒  
What changes have been made?

The City of Calabasas does not have any vehicle maintenance facilities, city corporation yards etc. Therefore, the routine maintenance is limited to trash pick-up, street sweeping, and maintenance of structural BMPs all of which are handled in a manner to minimize/prevent discharges to the MS4.

- g) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season? Yes ☒ No ☐
- h) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

Debris is removed from the MS4 during maintenance and clean outs.

- i) Where is removed material disposed of?

Calabasas Landfill.

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6. Streets and Roads Maintenance

- a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:
- (1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes ☒ No ☐
  - (2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes ☒ No ☐
  - (3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes ☒ No ☐
- b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:
- (1) Priority A – These streets and/or street segments shall be swept at least two times per month? Yes ☒ No ☐
  - (2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes ☒ No ☐
  - (3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes ☒ No ☐

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- c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes ☒ No ☐
- d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes ☒ No ☐
- e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes ☒ No ☐
- f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:
- (1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes ☒ No ☐
- (2) Identify and select appropriate BMPs? Yes ☒ No ☐

7. Parking Facilities Management

- a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes ☒ No ☐
- b) Were any Permittee-owned parking lots cleaned less than once a month? Yes ☒ No ☐  
How many? 12

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8. Public Industrial Activities Management

- a) Did your agency, for all municipal activity considered an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001?

No such an activity.

Yes ☐ No ☒

- b) Does your agency serve a population of less than 100,000 people?

Yes ☒ No ☐

9. Emergency Procedures

- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage?

N/A

Yes ☐ No ☐

- b) Were BMPs implemented to the extent that measures did not compromise public health and safety?

N/A

Yes ☐ No ☐

10. Feasibility Study

- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs?

Yes ☒ No ☐

- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer?

Yes ☐ No ☒

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**F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)**

1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.).
2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date.

The majority of the storm drains in the City are owned and maintained by LA County Flood Control District. The City does not permit connections to storm drains.

The ICID summary has been submitted to LA County in the GIS data format required on their annual reporting cycle of Oct. 1 through Sept. 30 with submittals made in December.

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

Contact Fire Department if the discharge is a hazardous material. Contact the Las Virgenes Municipal Water District and Los Angeles County if the illicit discharge is a sewage spill. Illicit dischargers are notified to cease this activity in person (if caught in the act) and in writing (all occasions) and given educational material and copies of the stormwater ordinance relative to the nature of the discharge. One resident was a repeat offender (car leaking substantial amounts of oil) and City staff followed up with a second written notice and then the City Attorney issued a warning letter, which resulted in the cessation of the illicit discharge. If the violation continued, then the City Attorney would bring a civil or criminal action to abate, enjoin or otherwise compel the cessation of the illicit discharge. Illicit connections are handled similarly.

4. Describe your record keeping system to document all illicit connections and discharges.

Illicit discharges and connection incidents are referred to the Environmental Services Manager or the Environmental Services Assistant and an ICID investigation form is started. Investigations and follow-up are documented on the ICID form and placed on file in the NPDES ICID Program File. Illicit connections to facilities owned by other agencies (ie: LVMWD or LACFCD) are referred directly to those agencies for follow-up.



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5. What is the total length of open channel that your agency owns and operates? 400'
6. What length was screened last year for illicit connections? 400'
7. What is the total length of closed storm drain that your agency owns and operates? U
8. What length was screened last year for illicit connections? U

9. Describe the method used to screen your storm drains.

The majority of the storm drain system in the City is under the jurisdiction of the LA County Flood Control District. Based on communication with Flood Control staff, it is our understanding that they conducted the field screening of all flood control channels and storm drains in their jurisdiction per NPDES Permit requirements for the discovery of any existing illicit connections. City staff conducted an audit of records in FY 04/05 that exposed an illicit connection in a privately owned drain that is held up in the transfer process with the County. The City is currently working with the owner to terminate or permit connection with the County.

10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information).

Year	Total # reported/ identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in <i>other</i> actions
01/02	0	0	0	0	0	0	0
02/03	0	0	0	0	0	0	0
03/04	0	0	0	0	0	0	0
04/05	1	1	0	0	0	0	0
05/06	0	0	0	0	0	0	0
06/07	0	0	0	0	0	0	0
07/08	0	0	0	0	0	0	0

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11. Explain any *other* actions that occurred in the last year.

One pending illicit connection with a Mercedes Benz dealership was resolved during the reporting period.

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported?

24 hours

- a) Were all identified connections terminated within 180 days?

Yes ☒ No ☐

- b) If not, explain why.

N/A

13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from you database that contains this information).

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified	# that were cleaned up but the source could not be identified	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action
01/02	10	6	2	2	0	0	0
02/03	7	5	2	2	0	0	0
03/04	16	13	1	2	0	0	0
04/05	12	11	0	1	0	1	0
05/06	4	0	0	1	0	0	0
06/07	5	0	3	2	0	0	0
07/08	6	3	0	3	0	0	0

14. What is the average response time after an illicit discharge is reported?

2 hours

- a) Did any response times exceed 72 hours?

Yes ☐ No ☒

- b) If yes, explain why.

N/A

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15. Describe the your agency's spill response procedures.

Upon notification of a spill, an ICID investigation form is started and a staff person is sent to investigate as immediately as possible. The code enforcement officer, public works inspector, Environmental Services Assistant or the ESM may respond - whoever is available first. The field investigation is conducted and appropriate actions are taken to identify the nature and source of the discharge, terminate and clean up the discharge and educate any identified dischargers on stormwater regulations and BMPs. The investigation is documented on the ICID form and hard copy is placed on file, with record of each investigation added to our Excel database for use in annual update of the GIS layer. Enforcement is used as a last resort should the illicit discharge repeat.

16. What would you do differently to improve your agency's IC/ID Elimination Program?

Working well now.

17. Attach a list of all permitted connections to your storm sewer system.

**V. Monitoring**

Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2.

The expenditures were part of the cost sharing agreements for :

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1. Santa Monica Bay Shoreline Monitoring organized by the City of Los Angeles. The final results and data was submitted by the above agencies to the RWQCB.
2. Malibu Creek Watershed Bacteria TMDL Compliance Monitoring,
3. Malibu Creek Watershed Monitoring program: The final report was submitted to the RWQCB on March 30, 2008.
4. Final report for the Lost Hills Road biofiltration device was submitted to the SWRCB in March 2008.

**VI. Assessment of Program Effectiveness**

- A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following:
  1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;
  2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;
  3. A summary of the strengths and weaknesses of your agency's storm water management program;
  4. A list of specific program highlights and accomplishments;
  5. A description of water quality improvements or degradation in your watershed over the past fiscal year;
  6. Interagency coordination between cities to improve the storm water management program;
  7. Future plans to improve your agency's storm water management program; and
  8. Suggestions to improve the effectiveness of your program or the County model programs.
- B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182.  
Rating: 10
- C. List any suggestions your agency has for improving program reporting and assessment.